

Work Program and Budget

City of Carpinteria

City of Carpinteria General Plan/Coastal Land Use Plan Update

A large section of the document is redacted with black boxes, obscuring the main budget and work program details.

Budget Summary:

Commission funding:	\$150,000
Other funding:	\$148,000
Total project cost:	\$298,000

Term of Project: February 15, 2017 or Upon Grant Execution – February 1, 2019

- A. PROJECT DESCRIPTION** This grant project will supplement the Community Development Department's preparation and development of a General Plan / Local Coastal Land Use Plan Update for the City of Carpinteria. The whole project will require approximately three years to complete and will require significant public outreach to guide a visioning process. The City's current General Plan / Local Coastal Land Use Plan (GP/LCP) was adopted in 2003, and does not address climate change or sea level rise. The current GP/LCP was prepared with an overall vision for the year 2020; therefore it is the City's goal to develop the updated GP/LCP to envision the year 2040.

Specifically, the grant-funded project will include an analysis of the climate change impacts and development of GP/LCP policies that address sea level rise, drought, habitat changes and increased weather related hazards. Through scientific study of potential impacts to the City of Carpinteria, the GP/LCP aims to address the following goals and objectives: protection of public access to beaches, parks and other recreational facilities; climate adaptation along the coast and creeks to ensure resiliency; promotion of a healthy quality of life for residents and visitors to the community; sustainable economic planning to ensure long-term success of strategies and goals; and reflection of the climate change preparedness actions and principles in the *Safeguarding California Plan for Reducing Climate Risk*, as well as the Coastal Commission Sea Level Rise Policy Guidance.

One of the primary goals of the GP/LCP Update will be to develop and enhance coastal policies associated with sea level rise, coastal hazards and other hazards which may impact access to beaches, future development in coastal neighborhoods and safety concerns related to utility facilities. The grant-funded project will include a Sea Level Rise Vulnerability Assessment and Adaptation Plan to set forth policies to help the community adapt to changes in the climate and natural environment. The GP/LCP will also include a comprehensive policy update, with a focus on policies related to the Coastal Bluff properties. The project will include the development of updated maps and diagrams to support the development of the draft GP/LCP Update. The project will also include significant collaboration with the Commission and other regional agencies, which include production of a schedule and goals memorandum.

Although separate from the grant project, the GP/LCP will also include new policies which will highlight and promote a healthy quality of life for residents and visitors through initiatives like the Healthy Cities Campaign, which the City will incorporate as overarching goals to improve health, encourage walkability, promote education, and general community well-being.

B. TASKS

Task 1 Initial Announcement and Promotion (outside grant term/not funded by grant) – At the September 28, 2015 meeting of the City Council, a Committee was assigned by resolution for the review of the GP/LCP Update, to include members of the City Council, Planning Commission and public. The City Council initiated the General Plan Local Coastal Plan Update at the City Council Work Plan meeting in January 2016. At the meeting, the City Council indicated a desire to complete both a Climate Change Adaptation Study and to initiate the development of a General Plan / Local Coastal Plan Update.

- Subtask 1.1 City Council approved Work Outline for the GP/LCP
- Subtask 1.2 City Council approved formation of a GP/LCP Update Committee
- Subtask 1.3 GP/LCP Update Committee establishes meeting schedule, Chair and Vice-Chair

Task 2 Consultant Selection and Direction (Not funded by grant) - The City will select a consultant to coordinate the public outreach, environmental reporting and drafting of the technical studies to help develop the draft GP/LCP Update. The City will coordinate with Commission staff on the development of the consultant Request for Proposals (RFP), especially in regard to the scoping of the Sea Level Rise Vulnerability Assessment and Adaptation Plan. The consultant will be used to coordinate the Commission Grant and ensure that the project schedule is followed including coordinating with Commission staff. The consultant will coordinate specialization subcontractors to develop technical reports to support the project. The City's consultant will be used to devise specific goals and deadlines, generally consistent with those identified herein, to be reviewed by Coastal Commission staff.

- Subtask 2.1 Request consultant qualifications (outside grant term)
- Subtask 2.2 Commission staff review and comment on draft RFP
- Subtask 2.3 Request consultant proposals
- Subtask 2.4 Consultant proposal selection
- Subtask 2.5 Award consultant contract

Deliverables:

- Request for Qualifications, Qualification Responses,
- Request for Proposals
- Commission review of RFP
- Proposal Responses
- Resolution for Contract Award

Task 3 Identify Active Participants and Stakeholders – The City will identify and reach out to community members, stakeholders and landowners to initiate discussions regarding the format of the GP/LCP Update and to inform stakeholders about the update process and timeline. The outreach will include coordination with Caltrans, local railroad authorities, local research institutions and projects including University of California Santa Barbara and the Southern California Wetlands Recovery Project, as appropriate.

- Subtask 3.1 Designate project manager / facilitator
- Subtask 3.2 Contact stakeholder groups
- Subtask 3.3 Designate Each Major Stakeholder Area
- Subtask 3.4 Select individuals to represent stakeholder groups

Deliverables:

- Roster of stakeholder groups

Task 4 Stakeholder and Participant Meetings - Public outreach will be done in a variety of ways. Typically, public workshops or meetings will be held to discuss topics of general concern; however, at least one stakeholder meeting will be devoted to the review of the Sea Level Rise Vulnerability Assessment and Adaptation Plan (Task 6) and at least one meeting will be devoted to the review of the Admin Draft /GP LCP policies and the Draft GP/LCP (Task 7) . Focus groups may be identified to work on specific policy areas or to work with the Committee to work through areas of concern or debate. To the extent feasible, stakeholders representing underserved or minority communities, including visitors from inland communities, as applicable, will be identified and included in the GP/LCP process. A website will be created to outline the process and provide staff reports and other documents to the public in a concentrated location. The website will allow the public and stakeholders a way to easily access documents, reports, meeting notices and other general information about the project. The GP/LCP Update Committee has been created (Task 1) to manage the visioning process and review draft documents before review by decision makers. Staff will work to coordinate the Committee, local agencies, consultants and public input throughout. Various City Departments and Special Districts will be used for consultation throughout the process to ensure the GP/LCP is comprehensive and broad. This task will occur throughout the GP/LCP Update process.

- Subtask 4.1 Conduct 2-4 Stakeholder Meetings

- Subtask 4.2 Produce Participation Website
- Subtask 4.3 Public Outreach – Local Events Booth (Ex: Open Streets)

Deliverables:

- Website
- Community forum Agendas
- Staff Reports
- Meeting Minutes and Notes from 2-4 Stakeholder Meetings

Task 5 Provide Background Documents to Committee and Coastal Commission staff – Staff will provide the GP/LCP Update Committee and CCC staff with various City documents which will help create the foundation for discussions for the GP/LCP Update. Documents provided to the Committee and CCC staff will include the City’s baseline General Plan Local Coastal Plan, City Mission Statement, legal requirements of the federal, state and local regulations, Census demographic data, economic and demographic forecasts and other related materials which support the update process.

Subtask 5.1 Provide Committee and Coastal Commission staff with historic documents: City Mission Statement, Baseline GP/LCP, Legal Requirements, local, state and federal requirements, forecasts and related data and surveys.

Subtask 5.2 Review of existing demographic data, social factors, economic forecast, financial indicators, state law, news article, available local core value survey results.

Deliverables:

- Agendas
- Staff Reports
- Meeting Minute Notes
- Documents Provided to Committee and CCC staff
- Consensus between CCC and City staff on Baseline GP/LCP

Task 6 Sea Level Rise Vulnerability Assessment and Adaptation Plan -

This task will include the development of a Sea Level Rise Vulnerability Assessment and Adaptation Plan that will be used to help support the GP/LCP development. Analysis will be conducted as part of the Sea Level Rise Vulnerability Assessment and Adaptation Plan, considering impacts to coastal resources, including recreational resources, which may impact visitorship and access in the future.

These studies will include use of existing resources, such as current sea level rise analysis used in Santa Barbara County and surrounding areas of similar coastal formation. The City will continue to collaborate as necessary and appropriate with other jurisdictions and agencies. Technical analysis will be used to guide adaptation strategies and discussions on land use and policy development. Maps and other diagrams will be updated to help convey technical information in user friendly formats to appeal to the widest audience. Specialized contract consultants will be used, as necessary, to confirm and verify technical information and research.

In addition to the general recommendations contained within the Coastal Commission’s Sea Level Rise Policy Guidance, Vulnerability Assessments shall include: (1) storm and non-storm scenarios, including maximum daily and annual tidal inundation, (2) assessment of sea level rise vulnerability with and without key development that is currently vulnerable and/or protected by a revetment, such as Highway 101, railroad tracks, camping areas and other public recreation facilities, and/or residential development, (3) anticipated changes in beach width under future sea level rise scenarios, (4) evaluation of the feasibility and effectiveness of sediment management and beach nourishment, and (5) evaluation of sea level rise vulnerability of existing and planned segments of the California Coastal Trail. These scenarios and topics should be modelled or quantitatively analyzed where feasible and applicable, or at a minimum thoroughly discussed in a qualitative manner. The Sea Level Rise Vulnerability Assessment and Adaptation Plan will utilize the Southern California Wetlands Recovery Project to inform the study and plan. Other technical studies may be produced or updated, including but not limited to, economic forecasts, biological resource mapping, and demographic studies. SLR information including modeling results, analysis of impacts, and feasible adaptation strategies shall be:

1. Guided by the *Safeguarding California Plan for Reducing Climate Risk*; the Commission’s Sea Level Rise Policy Guidance document; and
2. To the extent feasible, coordinated with other regional jurisdictions and entities working on SLR issues.

Subtask 6.1 Consultant review of existing relevant climate change and sea level rise studies and approved Coastal Plan policies which have been approved by the Commission. Examples of such review may include work completed by the Santa Barbara Area Coastal Ecosystem Vulnerability Assessment, Santa Barbara County Coastal Resiliency Project, Southern California Wetlands Recovery Project, and other similar studies and research.

Subtask 6.2 Prepare an Admin. Draft Sea Level Rise Vulnerability Assessment

Subtask 6.3 Commission staff review and comment on Admin. Draft Sea Level Rise Vulnerability Assessment

Subtask 6.4 Consultant revises Draft pursuant to Commission Staff and Committee comments

Subtask 6.5 Prepare an Admin. Draft Adaptation Plan

Subtask 6.6 Commission staff review and comment on Admin. Draft Adaptation Plan

Subtask 6.7 Consultant revises Draft pursuant to Commission Staff and Committee comments

Subtask 6.8 Committee and public review of Draft Sea Level Rise Vulnerability Assessment and Adaptation Plan

Subtask 6.9 Proposed Final Sea Level Rise Vulnerability Assessment and Adaptation Plan released for use in the GP/LCP Update

Deliverables:

- Admin. Draft Sea Level Rise Vulnerability Assessment, Adaptation Plan
- Draft Sea Level Rise Vulnerability Assessment, Adaptation Plan
- Proposed Final Sea Level Rise Vulnerability Assessment, Adaptation Plan,
- Study Presentation(s), Agendas, Staff Reports, and Minutes

Task 7 Develop Draft GP/LCP Policies and Iterative Review with Commission staff- City staff and consultants will work with Coastal Commission staff to produce Draft GP/LCP policies that implement the intent of the Coastal Act and guidance outlined by the Commission, including policies to implement the Sea Level Rise Adaptation Plan, as appropriate. An Admin. Draft of the GP/LCP Safety, Community Design, Circulation, Open Space, Recreation & Conservation and Public Facilities & Services Elements will be developed for Coastal Commission Staff for iterative review after completion of several Committee meetings, workshops and technical study sessions before being released to the Committee and public.

Subtask 7.1 Admin. Draft Policy Development

Subtask 7.2 Iterative review of sections of the Admin. Draft Policies with Commission Staff

Subtask 7.3 Admin. Draft GP/LCP Document Development

Subtask 7.4 Iterative review of the Admin. Draft Safety, Community Design, Circulation, Open Space, Recreation & Conservation and Public Facilities & Services Elements of the GP/LCP Document with Commission Staff

Subtask 7.5 Discuss and approve the Final Draft of the Safety, Community Design, Circulation, Open Space, Recreation & Conservation and Public Facilities & Services Elements of the GP/LCP Document for Committee and public review

Deliverables:

- Admin. Draft Policies and Safety, Community Design, Circulation, Open Space, Recreation & Conservation and Public Facilities & Services Elements of the GP/LCP.
- Draft Policies and Safety, Community Design, Circulation, Open Space, Recreation & Conservation and Public Facilities & Services Elements of the GP/LCP with Commission feedback incorporated.
- Final Draft the Safety, Community Design, Circulation, Open Space, Recreation & Conservation and Public Facilities & Services Elements of the GP/LCP with Commission feedback incorporated for Committee and public review

Task 8 Prepare EIR and Final GP/LCP for Adoption (Outside grant term/ Not funded by grant)

– Although not included in the grant period, following completion of the Draft GP/LCP and supporting technical documents, the City of Carpinteria will continue to process the environmental documents and final consideration of the GP/LCP. Implementation measures, through a Zoning Code Update, will be initiated for planning review in 2020.

C. SCHEDULE

Start/end dates: *February 15, 2017 or Upon Grant Execution – February 1, 2019*

Task 1. Initial Announcement and Promotion (outside grant term/Not funded by grant)	Completed in 2016
1.1 City Council approved Work Outline for the GP/LCP	
1.2 City Council approved formation of a GP/LCP Update Committee	
1.3 GP/LCP Update Committee establishes meeting schedule, Chair and Vice-Chair	
Task 2. Consultant Selection and Direction (Not funded by grant)	
2.1 Request consultant qualifications (outside grant term)	5/10/2016 - 5/10/2016
2.2 Commission staff review and comment on draft RFP	1/29/2017 - 2/2/2017
2.3 Request consultant proposals	2/2/2017 - 2/21/2017
2.4 Consultant proposal selection	5/1/2017 - 5/31/2017
2.5 Award consultant contract	5/31/2017- 6/12/2017
Deliverables: Request for Qualifications, Qualification Responses, Request for Proposals, Commission review of RFP, Proposal Responses, Resolution for Contract Award	
Task 3. Identify Active Participants and Stakeholders	
3.1 Designate project manager / facilitator	6/12/2017- 6/12/2017
3.2 Contact stakeholder groups	6/26/2017 - 7/17/2017
3.3 Designate Each Major Stakeholder Area	6/26/2017 - 7/17/2017
3.4 Select individuals to represent stakeholder groups	6/26/2017 - 7/17/2017
Deliverables: Roster of stakeholder groups	
Task 4. Stakeholder and Participant Meetings	
4.1 Conduct 2-4 Stakeholder Meetings	7/17/2017 – 2/1/2019
4.2 Produce Participation Website	7/17/2017 – 2/1/2019
4.3 Public Outreach – Local Events Booth	7/17/2017 – 2/1/2019
Deliverables: Website; Community forum Agendas, Staff Reports, Meeting Minutes and Notes from 2-4 Stakeholder Meetings	
Task 5. Provide Background Documents to Committee and Coastal Commission staff	
5.1 Provide Committee and Coastal Commission staff with historic documents: City Mission Statement, Baseline GP/LCP, Legal Requirements, local, state and federal requirements, forecasts and related data and surveys.	Committee - 4/27/16 CCC staff: 2/6/17 – 3/30/17
5.2 Review of existing demographic data, social factors, economic forecast, financial indicators, state law, news article, available local core value survey results.	Committee - 4/27/16 CCC staff: upon grant execution
Deliverables: Agendas, Staff Reports, Meeting Minute Notes, Documents Provided to Committee and CCC staff, Consensus between CCC and City staff on Baseline GP/LCP	
Task 6. Sea Level Rise Vulnerability Assessment and Adaptation	

Plan	
6.1 Consultant review of existing relevant climate change and sea level rise studies and approved Coastal Plan policies which have been approved by the Commission. Examples of such review may include work completed by the Santa Barbara Area Coastal Ecosystem Vulnerability Assessment, Santa Barbara County Coastal Resiliency Project, Southern California Wetlands Recovery Project, and other similar studies and research.	6/13/2017 - 9/25/17
6.2 Prepare an Admin. Draft Sea Level Rise Vulnerability Assessment	9/26/17 - 12/22/17
6.3 Commission staff review and comment on Admin. Draft Sea Level Rise Vulnerability Assessment	1/2/2018 - 3/12/2018
6.4 Consultant revises Draft pursuant to Commission Staff and Committee comments	3/13/2018 - 4/2/2018
6.5 Prepare an Admin. Draft Adaptation Plan	9/26/17 - 4/30/2018
6.6 Commission staff review and comment on Admin. Draft Adaptation Plan	5/1/2018 - 7/2/2018
6.7 Consultant revises Draft pursuant to Commission Staff and Committee comments	7/3/2018 - 7/30/2018
6.8 Committee and public review of Draft Sea Level Rise Vulnerability Assessment and Adaptation Plan	8/20/2018 - 9/17/2018
6.9 Proposed Final Sea Level Rise Vulnerability Assessment and Adaptation Plan released for use in the GP/LCP Update	9/18/2018 - 10/15/2018
Deliverables: Admin. Draft, Draft and Proposed Final Sea Level Rise Vulnerability Assessment, Adaptation Plan, Study Presentation(s), Agendas, Staff Reports, and Minutes	
Task 7. Develop Draft GP/LCP Policies and Iterative Review with Commission staff	
7.1 Admin. Draft Policy Development	9/26/17 - 4/30/2018
7.2 Iterative review of sections of the Admin. Draft Policies with Commission Staff	5/1/2018 - 7/2/2018
7.3 Prepare Admin. Draft GP/LCP	9/26/2017 - 6/29/2018
7.4 Iterative review of Admin. Draft of Elements of the GP/LCP Document with Commission Staff	7/2/2018 - 12/3/2018
7.5 Discuss and approve Final Draft GP/LCP for Committee and public review	12/4/2018 - 2/1/2019
Deliverables: Admin. Draft Policies, Draft Policies with Commission feedback incorporated, Admin Draft GP/LCP with Commission feedback incorporated, Final Draft GP/LCP with Commission feedback incorporated for Committee and public review	
Task 8. Prepare EIR and Final GP/LCP for Adoption (Outside grant term/ Not funded by grant)	N/A

D. BENCHMARK SCHEDULE

ACTIVITY	COMPLETION DATE
Task 1. Initial Announcement and Promotion	Completed in 2016
Task 2 Consultant Selection and Direction	6/12/17
Task 3 Identify Active Participants and Stakeholders	7/17/17
Task 4 Stakeholder and Participant Meetings	2/1/19
Task 5 Provide Background Documents to Committee and Coastal Commission staff	Upon Grant Execution
Task 6 Sea Level Rise Vulnerability Assessment and Adaptation Plan	10/15/18
Task 7 Final Draft GP/LCP for Committee and public review	2/1/19
Task 8 Prepare EIR and Final GP/LCP for Adoption (Outside grant term/ Not funded by grant)	Anticipated 6/30/2020

E. BUDGET

	<i>Commission Grant Total</i>	<i>City of Carpinteria (Source #1)</i>		<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
LABOR COSTS¹				
City Staff Labor				
Task 1 – Initial Announcement and Promotion (outside grant)		N/A		N/A
Task 2 – Consultant Selection and Direction		N/A		N/A
Task 3 – Identify Active Participants and Stakeholders		\$3,000		\$
Task 4 – Stakeholder and Participant Meetings		\$20,000		\$
Task 5 – Provide Background Documents to Committee and Coastal Commission staff				\$
Task 6 – Sea Level Rise Vulnerability Assessment and Adaptation Plan		\$35,000		\$35,000
Task 7 – Develop Draft GP/LCP Policies and Iterative Review with Commission staff		\$84,000		\$84,000
Task 8 – Prepare EIR and Final GP/LCP for Adoption (Outside		N/A		N/A

¹ Amount requested should include total for salary and benefits.

	Commission Grant Total	City of Carpinteria (Source #1)		Total (LCP Grant Funds + Match/ Other Funds)
<i>grant term/ Not funded by grant)</i>				
Total Labor Costs		\$142,000		\$142,000
DIRECT COSTS				
City Staff Project Supplies				
Postage / Shipping		\$200		\$200
Supplies / Materials		\$7,800		\$7,800
Total		\$8,000		\$8,000
Consultants²³				
Consultant				
Task 1 – Initial Announcement and Promotion (outside grant)	N/A			
Task 2 – Consultant Selection and Direction	N/A			
Task 3 – Identify Active Participants and Stakeholders	\$5,000			\$5,000
Task 4 – Stakeholder and Participant Meetings	\$20,000			\$20,000
Task 5 – Provide Background Documents to Committee and Coastal Commission staff				
Task 6 – Sea Level Rise Vulnerability Assessment and Adaptation Plan	\$55,000			\$55,000
Task 7 – Develop Draft GP/LCP Policies and Iterative Review with Commission staff	\$70,000			\$70,000
Task 8 – Prepare EIR and Final GP/LCP for Adoption (Outside grant term/ Not funded by grant)	N/A			
Total Direct Costs	\$150,000	\$8,000		\$158,000
OVERHEAD/INDIRECT COSTS⁴				
Total City Staff				

² All consultants must be selected pursuant to a bidding and procurement process that complies with all applicable laws.

³ Consultant costs subject to verification pending contract.

⁴ Indirect costs include, for example, a pro rata share of rent, utilities, and salaries for certain positions indirectly supporting the proposed project but not directly staffing it. Amount requested for indirect costs should be capped at 10% of amount requested for “Total Labor.”

	<i>Commission Grant Total</i>	<i>City of Carpinteria (Source #1)</i>		<i>Total (LCP Grant Funds + Match/ Other Funds)</i>
Overhead/Indirect Costs				
TOTAL PROJECT COST	\$150,000	\$150,000		\$300,000